

VACANCY ANNOUNCEMENT
U.S. DEPARTMENT OF AGRICULTURE
FOREST SERVICE
Region 5, Plumas National Forest
P.O. Box 11500, Quincy, CA 95971

ANNOUNCEMENT NUMBER: 04-R5-PNFSO-053G

OPENING DATE: 03/26/2004

CLOSING DATE: 04/22/2004

POSITION TITLE: INTERDISCIPLINARY
WORKING TITLE: RECREATION SPECIALIST

POSITION SERIES/GRADE: GS-401/807-11

NUMBER OF POSITIONS TO BE FILLED: ONE (1)

DUTY LOCATION:
R5, PLUMAS NATIONAL FOREST,
SUPERVISOR'S OFFICE, QUINCY, CA

NOTE: Employees assigned to the above location may be entitled to the locality pay rate of 10.90% above the normal salary rate.

NOTE: This is an interdisciplinary position. The position can be filled as a Biological Scientist (0401) OR LANDSCAPE ARCHITECT (0807). Only one position will be filled.

NOTE: Position is also advertised concurrently under External Demonstration Authority, announcement # 04-R5-PNFSO-053DP. Only one position will be filled.

PROMOTION POTENTIAL: NONE

STARTING SALARY-INCLUDING LOCALITY PAY: GS-0401, \$48,947 TO \$63,639. GS-0807, \$50,020 TO \$63,259 (Special Salary Rate – no locality pay until Step 10 is reached, then a portion of locality pay may apply).

TOUR OF DUTY: Permanent Full Time.

AREA AND LEVEL OF CONSIDERATION: GOVERNMENT-WIDE. All current FEDERAL employees with competitive status having a career or career-conditional appointment will be considered. Applicants working on temporary appointments are not eligible for consideration unless they have competitive status.

Applicants who are outside the area of consideration, but who could be appointed without having to compete under this merit promotion plan (e.g., lateral or change-to-lower-grade candidates), may be considered. Applicants who meet the Office of

Personnel Management qualification standards requirements and time-in-grade restrictions within 60 days after the closing date may apply.

Reinstatement eligibles and other persons eligible for noncompetitive appointments, such as, 30% or more disabled veterans, individuals with disabilities, former Peace Corps volunteers, etc., may apply and their application may be considered. For these Special Employment programs, applicants must furnish proof of certification or eligibility with application.

Veterans who are preference eligibles OR who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply under Veterans Employment Opportunity Act (VEOA) and may receive consideration.

Applications will be accepted from current U.S. Department of Agriculture (USDA) employees certified as affected in the commuting area of the vacancy under the USDA Career Transition Assistance Plan (CTAP) and from individuals outside the Department of Agriculture (USDA) who are certified by their Agency as displaced in the commuting area under the Interagency Career Transition Assistance Plan (ICTAP) and those determined to be eligible and well qualified will receive selection priority.

Well-qualified, for the purpose of this announcement, is defined as an applicant having directly related experience, and is differentiated from the specialized experience requirements outlined in the Office of Personnel Management qualification standards handbook to the extent that it is directly related to the position to be filled, was gained in the same functional specialization, and has clearly equipped the candidate with superior ability to perform the duties and responsibilities of the position.

If you are a surplus or displaced Federal employee, you may be entitled to receive special priority selection under the USDA Career Transition Assistance Plan. To receive this priority consideration, you must submit a copy of your Reduction-In-Force Separation Notice, or other official documentation of the elimination of your position, with your application package.

BARGAINING UNIT STATUS: This position is included in the bargaining unit.

FOREST SERVICE AFFILIATED DAY CARE: Is not available at this location.

GOVERNMENT HOUSING: Housing is not available at this location.

DUTIES: This position is part of the Public Services Staff group. Provides expertise and advice to the Forest Staff and District Rangers in the administration of recreation activities. Reviews proposals as a result of all types of funding sources for existing and new recreation facilities or activities and recommends action. Ensures that action taken in accordance with approved plans. Coordinates activities between units and among other specialists to ensure consistence in program emphasis, development, and use between ranger districts. Provides expertise and advice in assessing current recreation use, type, and standards, and in long-range planning, maintenance, and operation of recreation facilities. Reviews new projects or proposed revisions of existing plans and coordinates action on approved projects. Develops information for the recreation

information management system, including location, condition, costs, history, potential developments, and related data. Monitors and reviews outputs and directs maintenance of the system. Advises District Rangers on the development of recreation management plans. Makes field reconnaissance and provides expertise and advice as requested on various types of recreation programs, which may include Forest trails and trail construction, summer and winter OHV program, wilderness recreation, winter sports, trail construction, and maintenance, development of new sites, special uses recreation, operation and management of existing developed sites, and interpretive services. Works with Supervisor's Staff Groups for approval of permits under Forest Supervisor's and District Ranger's authority. Coordinates the recreation budget. Reviews Ranger District requests to ensure they compare with needs as shown in the Information System, and coordinates adjustments with requesting District and budget personnel. Collects data, analyzes program needs, and recommends action to maintain a balanced budget for the Forest's recreation function. Incumbent communicates with Forest Employees and permittees to ensure review work correctness of methodology, for compliance with agreements and safety of operation; to reconcile conflicting viewpoints and ideas; and to explain and gain support for Agency goals, policies and objectives.

PHYSICAL DEMANDS/WORKING ENVIRONMENT: Work is primarily sedentary, but does require some walking, bending, and climbing over rough and mountainous terrain. Requires some field work involving moderate risks and temperature extremes.

For specific information regarding this position, please call Fred Krueger at (530) 283-2050.

QUALIFICATIONS: Office of Personnel Management Qualification Standards for General Schedule Positions will be used to determine applicant's qualifications. In addition to specific education requirements shown below, to be qualified at the GS-11 requires one year of specialized experience equivalent to the GS-09 level OR 3 years of progressively higher level graduate education leading to a Ph.D. degree *or* Ph.D. or equivalent doctoral degree directly related to the position being filled.

NOTE: Those not currently working for the Government in a permanent position OR if you are changing series OR qualifying on education OR education/experience, copies of college transcripts **MUST** be submitted with your application.

Specialized experience is experience which is in or related to the line of work of the position to be filled and which has equipped the applicant with the specific knowledge, skills, and abilities to successfully perform the duties of the position. Refer to the duties statement above for examples of specialized experience.

You must submit sufficient information regarding education and/or work experience to evaluate against the qualification requirements. The Office of Personnel Management's Qualification Standards Handbook can be found in any Federal government personnel office or website <http://www.opm.gov/qualifications/index.htm>

IN ADDITION TO THE BASIC REQUIREMENTS:
BASIC REQUIREMENTS 401 Series (GS-5):

A. Degree: biological sciences, agriculture, natural resource management, chemistry, or related disciplines appropriate to the position.

OR

B. Combination of education and experience--Courses equivalent to a major, as shown in A above, plus appropriate experience or additional education.

BASIC REQUIREMENTS 807 Series (GS-5):

Basic Requirements:

A. Degree: landscape architecture or landscape design.

OR

B. Combination of education and experience--for each year short of graduation, the applicant must have had 1 year of experience under professional leadership and guidance of such character and diversity as to be a satisfactory substitute for the required education. This experience must have included original landscape design.

Note: Successful completion of a 5-year program of study of at least 160 semester hours leading to a bachelor's degree in landscape architecture in an accredited college or university is qualifying for GS-7.

Applicants must meet the Office of Personnel Management qualification standards requirements and time-in-grade restrictions within 60 days after the closing date.

EVALUATION CRITERIA:

1. Knowledge of professional forest land management principles, practices, and concepts sufficient to analyze and advise on the development and execution of recreation plans and programs, evaluate the effects of recreation use on other Forest resources, and evaluate forest areas and their potential for recreation activities.

2. Knowledge of Forest Service land management policies and procedures sufficient to ensure that programs devised are consistent with such policies and procedures.

3. Knowledge of trends in outdoor recreation and needs of diversified groups in order to meet the recreational needs of the public.

4. Knowledge of related fields such as landscape architecture, timber management, hydrology, soils, and wildlife sufficient to use techniques and knowledge from these disciplines in the analysis of plans and programs.

5. Knowledge of Forest Service budgeting and work planning process in order to complete program budgets and work plans and knowledge of the computerized recreation information management system to develop input and maintain the system.

6. Knowledge and skill in oral communication and interpersonal relations to interact with Forest Employees, other specialists in related fields, special interest groups, permittees, local elected official and the general public.

NOTE: If a person with a disability is selected for the position, communication can be facilitated through the use of an interpreter, telecommunications devices, video/audio tapes or other available technologies.

EVALUATION CRITERIA STATEMENT: Applicants for promotion, Veterans applying under VEOA, and other special program applicants, **MUST** respond to all of the evaluation criteria listed in a separate document attached to your application. Failure to respond may eliminate you from consideration. When addressing evaluation criteria you should consider experiences related to each criterion, such as private and/or Government employment, military experience, household management experience, details, task group participation, special assignments, volunteer experience, education, training, or other relevant and measurable activities. Use examples, which show depth of knowledge, level of skill, or degree of ability.

Noncompetitive applicants are strongly encouraged to respond to the Evaluation Criteria. Failure to submit a response to the Evaluation Criteria for this position may negatively affect your eligibility and/or rating for this position.

METHOD OF EVALUATION: A panel of subject matter experts or a Human Resource specialist will evaluate the qualifications of applicants, including applicants for promotion and USDA CTAP/ICTAP eligibles, against the categorical grouping criteria to determine placement in appropriate group (eligible or quality). Applicants will be evaluated on work experience performance, awards, training and education.

Eligible: Candidates who meet the basic requirements of the OPM Qualification Standards.

Quality: Candidates who, in addition to meeting the basic requirements, a) possess specific job-related experience that is clearly above the minimum requirements listed in the OPM Qualification Standards for General Schedule positions; that is, the candidate has experience that clearly meets the advertised Evaluation Criteria or competencies; OR b) whose qualifications evidence high ability for the work of the position through further related education, training, volunteer work, etc.

HOW TO APPLY – SUBMIT THE FOLLOWING APPLICATION MATERIALS:

Applications will be accepted from all qualified candidates within the area of consideration. Applications received under this announcement will not be returned; please do not submit any original documents you will need for your personal records. Applicants should provide sufficient information for proper evaluation of their application against the OPM Qualification Standards, time-in-grade, and/or time after competitive appointment restrictions.

PLEASE SUBMIT THE FOLLOWING DOCUMENTS - SOME ARE REQUIRED

1. (Required) Submit an application by any of the following methods: ***AD-779 - Applicant Profile/Biographical Sketch, OR OF-612 Optional Application for Federal Employment, OR Resume, OR any other written format of your choice. Please indicate the vacancy announcement number on your application. (AD-779 Form is attached)

2. Narrative response to each of the Evaluation Criteria. (NOTE: Required if applying for promotion, under Veterans or special authorities – Optional for Non-Competitive applicants but you are strongly encouraged to complete.)
3. (Required) Documentation or Copy of most recent performance appraisal. (Reinstatement eligibles not having a current performance rating should submit written documentation supporting their satisfactory performance while employed.)
4. Recent SF-50B (Required), Notification of Personnel Action to verify eligibility status.
5. College transcripts are optional unless you are using education to meet basic qualifications, then they are required.
6. If applying under a special employment authority, applicant MUST provide appropriate proof of eligibility, i.e. DD-214, certification, etc.
7. AD-1086 Supplemental Applicant Form – Optional (Attached)
8. CTAP/ICTAP - applicants MUST submit the following as proof of eligibility for special selection priority: Reduction In Force separation notice, certification of expected separation or other Agency certification identifying which identifies the employee as being in a surplus organization and/or occupation.

*** You have the option of choosing any of the application documents listed or any other written format of your choice. At a minimum, the application document must include the following:

JOB INFORMATION: Announcement number, title and grade of the job for which you are applying.

PERSONAL INFORMATION: Full name, mailing address, day and evening phone numbers, social security number, country of citizenship, veterans preference, reinstatement eligibility, highest Federal civilian grade held.

EDUCATION: High School (name, city, state, and date of diploma or GED), colleges and universities (name, city, state, majors, type and year of degree).

WORK EXPERIENCE: Paid and non-paid work experience related to this position; including job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary and indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS: Job related training courses, job related skills (languages, computer software/hardware, tools, machinery, typing speed), job related certificates and licenses, honors, awards, and special accomplishments (publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards).

The USDA Forest Service provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and

hiring process, please notify Judy Isbell at 530-283-7738 for assistance. The decision on granting reasonable accommodation will be made on a case-by-case basis.

DO NOT SUBMIT POSITION DESCRIPTIONS, MANUSCRIPTS, PERSONAL ENDORSEMENTS, OR OTHER APPLICATION MATERIALS UNLESS SPECIFICALLY REQUESTED.

WHERE TO GET FORMS AND APPLICATION PROCESS INFORMATION: Forms and information may be obtained from U.S. Forest Service, Plumas National Forest, Human Resources, P.O. Box 11500, Quincy, CA 95971-6025 or call Judy Isbell at 530-283-7738. OF-612 (Application or Federal Employment) may be obtained on website <http://www.fs.fed.us/r1/people/forms/of612.rtf>

Incomplete, illegible, inaccurate, or unsigned forms may result in you not being considered for this position. Please fill out the application carefully and be sure to sign and return the forms within the assigned timeframe.

Applications may be submitted by various methods:

A. Applications Faxed or E-Mailed must be received on/or before the close of business (4:30 P.M. Pacific Time) the day the vacancy closes to:

FAX: (530) 283-7715

E-MAIL: jisbell@fs.fed.us

OR

B. Applications may be hand delivered to the Plumas National Forest, Supervisors Office at 159 Lawrence Street in Quincy, California, on/or before the close of business (4:30 P.M. Pacific Time) the day the vacancy closes.

OR

C. Applications may be mailed. Mailed applications must be postmarked on/or before the closing date of the announcement. Applications postmarked after the closing date will not be considered. Mail to:

**USDA, FOREST SERVICE
PLUMAS NATIONAL FOREST
ATTN: Human Resources, Judy Isbell
P.O. Box 11500
Quincy, CA 95971-6025**

It remains the responsibility of the applicant to ensure the timely receipt of the application regardless of submission method used. The Forest Service assumes no responsibility for the late delivery of applications.

The Forest Service will not pay for certified mail, express mail, or postage on any application. The agency will not accept applications received in franked Government envelopes.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for

communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

**THIS POSITION IS BEING ADVERTISED UNDER
THE FOREST SERVICE MERIT PROMOTION PROGRAM**

AD-779
APPLICANT PROFILE/BIOGRAPHICAL SKETCH - Page 1

1. **NAME:**
VACANCY NUMBER:
SOCIAL SECURITY NUMBER:
ELECTRONIC MAILING ADDRESS:
PHONE NUMBERS (Home/Work):
MAILING ADDRESS:

- 2. EXPERIENCE (List last 15 years, beginning with the most recent date. Clearly identify any temporary promotions.)**

DATES FR/TO	POSITION TITLE, SERIES, GRADE	ORGANIZATION NAME

- ### 3. APPLICABLE EDUCATION (Beyond High School)

APPLICANT PROFILE/BIOGRAPHICAL SKETCH - Page 2

4. LAST OFFICIAL PERFORMANCE SUMMARY RATING:(Check Appropriate Level)

☐ **Acceptable**
☐ **Marginal**
☐ **Unacceptable**

May we contact your supervisor without first notifying you?

Current Supervisor's Name
Supervisor's Work Phone #

5. LIST, BY DATE, ANY SIGNIFICANT AWARDS, CITATIONS OR SPECIAL ASSIGNMENTS:

List the names and phone numbers of your last three supervisors:

Name: **Work Phone #:**

Name: **Work Phone #:**

Name: **Work Phone #:**

SIGNATURE:

DATE:

**U.S. DEPARTMENT OF AGRICULTURE
APPLICANT SUPPLEMENTAL SHEET
AD-1086**

Applicants for positions with the U.S. Department of Agriculture (USDA) are requested to provide the following information for statistical purposes only. The information will be used to evaluate USDA's recruitment and hiring activities. Public Law 93-579 (Privacy Act of 1973) permits solicitation of personal information **SUBMISSION OF THIS INFORMATION IS VOLUNTARY**. Your failure to do so will not affect the processing of your application. Your cooperation is appreciated.

1. Which of the following best describes your current employment status? (Check no more than two.)

- 01 College/university teaching or research
- 02 Private Industry
- 03 State/Local government
- 04 Federal government
- 05 Member of the military
- 06 Unemployed
- 07 Current USDA employee
- 08 Other

2. Which of the following describes your veteran preference status? (Check one.)

- 01 None
- 02 5 point
- 03 10 point disability
- 04 10 point compensable
- 05 10 point other
- 06 10 point 30% compensable

3. Which of the following describes your race/national origin (Check one)

- A American Indian/Alaskan Native
- B Asian or Pacific Islander
- C Black, not of Hispanic origin
- D Hispanic
- U Unknown
- E White, not of Hispanic origin
- Y Not Hispanic, Puerto Rico
- Q Asian or Pacific islander in Hawaii

4. Which of the following best describes your disability status? (Select all that apply.)

- 01 No disability
- 02 Hearing impairment
- 03 Vision impairment
- 04 Missing extremities
- 05 Partial paralysis
- 06 Complete paralysis
- 07 Convulsive disorder
- 08 Mental retardation
- 09 Mental or emotional illness
- 10 Severe distortion of limbs and/or spine
- 11 I have a disability not listed

5. Are you: Check one) _____ Male _____ Female

FORM APPROVED OMB NO. 0505-0009

**THANK YOU FOR FILLING OUT THIS FORM.
THE DEPARTMENT OF AGRICULTURE IS AN EQUAL OPPORTUNITY EMPLOYER**